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## Kansas Governor's Grants Program

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### Local Safety and Security Equipment Grant Program Solicitation

***PRE-APPLICATION WEBINAR:  
June 7, 2023 at 9:00 a.m.***

**APPLICATION DEADLINE:**

**Must be emailed no later than 11:59 p.m., June 30, 2023**

[kggpapp@ks.gov](mailto:kggpapp@ks.gov)

**Late applications will not be accepted**

For questions regarding application requirements, please contact the  
Kansas Governor's Grants Program (KGGP) at 785-291-3205 or [kggpapp@ks.gov](mailto:kggpapp@ks.gov)

# **Local Safety and Security Equipment Grant Program Guidelines**

## **Overview**

The Local Safety and Security Equipment (LSSE) Grant Program provides funding for the purpose of improving the accessibility and efficiency of delivery of services to Kansans through investments to modernize information technology infrastructure, continuity of operations, and safety and security. The LSSE Grant Program also allows for replacement of wildland firefighting equipment. Note additional criteria information on the [LSSE webpage](#).

## **Eligible Applicants**

Applicants eligible for LSSE grant funding include local governmental entities, specifically for the jurisdictions' emergency response departments, including but not limited to, first responders, public safety answering points for 911 centers, law enforcement agencies, fire departments (including part-time and volunteer departments), and paramedics/emergency medical services.

## **Pre-Application Webinar**

A pre-application webinar will be held **Wednesday, June 7, 2023, at 9:00 a.m.** The webinar may be accessed at the following link: <https://us06web.zoom.us/j/83233006816>.

## **Grant Application Deadline**

Applications must be submitted by email no later than **11:59 p.m. on June 30, 2023**, to [kggpapp@ks.gov](mailto:kggpapp@ks.gov). Late applications will not be considered for a grant award.

## **Grant Project Period and Funding Availability**

All grant projects funded by the LSSE Grant Program shall be for a **period of 15 months from October 1, 2023, through December 31, 2024**. Approximately \$6,175,000 million is available for distribution. There is a match requirement, described below.

## **Allowable Purchases**

Funding is limited to the following purpose areas:

- Equipment upgrades critical to emergency response and/or law enforcement operations;
- Support for updated interoperability communications systems within Kansas;
- Replacing unsafe, damaged, non-operational wildland firefighting equipment;
- Replacing wildland firefighting equipment destroyed by fire; and/or
- Providing wildland firefighting equipment that meets the national standards.

**NOTE:** To ensure safe and secure interactions and interoperability of communications, compliance with the Cybersecurity and Infrastructure Security Agency mandate is required.

### **Match Requirements**

The purpose of matching contributions is to increase the resources available for the projects supported by grant funds. A cash match of 10 percent of the total cost of each LSSE grant project (grant award plus match) is required for each LSSE funded grant project. The Local Fiscal Recovery Funds or Local Assistance and Tribal Consistency Funds may be used for the required match.

Example:	Total LSSE Grant Project Cost	= \$50,000
	90% LSSE Share	= \$45,000
	10% Match	= \$ 5,000

### **Equipment**

For purposes of the LSSE Grant Program, equipment is defined as assets with a useful life of one year or more and a cost of **\$5,000** or more. The applicant must comply with its local agency's purchasing procedures regarding equipment purchases. If the applicant receives a LSSE grant award, the agency will be required to submit reports detailing the purchase of equipment within 30 calendar days of payment of equipment. The applicant agrees that equipment purchased with LSSE grant funds will continue to be used for the purpose it was purchased for as long as needed, whether or not the agency continues to be supported by the LSSE Grant Program.

### **Supplanting**

LSSE grant funds shall be used to supplement, **not** supplant, other federal, state, or local funds that would otherwise be available for the proposed purchases. Supplanting occurs when an entity reduces or reallocates federal, state, or local funds for a particular purchase specifically because other funds are available. The applicant is required to identify a list of any federal, state, or local funds and resources that are available or have been used for the proposed purchases. The description should include how these other resources will be used and how the request for LSSE funds will enhance and not duplicate or replace these resources.

### **Grant Recipient Compliance and Reporting Requirements**

If the applicant receives a LSSE grant award, the agency will be expected to comply with the following program requirements set out in the grant assurances and reporting requirements.

- **Monthly Financial Status Report**, with supporting documentation attached. Supporting documentation includes, but is not limited to, a General Ledger or comparable accounting report that provides LSSE-specific allocation of expenses, purchase orders, and invoices. Monthly reimbursements are made based on these expenditure reports. These reports are **due 10 calendar days** after the end of each month.

- **Grant Project Narrative Report** provides a narrative description of the equipment purchased and how it has enhanced interoperability or replaced wildland firefighting equipment provided with grant funds. Describe the following outcome measures:
  - Increase in interoperability of communications for service delivery through post-incident reporting or other proposed methods;
  - Progress in adherence to the federal communication encryption standards through pre-/post-grant status reports; and
  - Increase in efficiency in delivery of services through post-award reporting.

This report is **due 10 calendar days** after the end of the grant period.

- **Projection of Final Expenditures Report** is **due October 10, 2024**.
- Any other reporting procedures that may be required by the Kansas Governor’s Grants Program (KGGP), the Kansas Recovery Office, or U.S. Department of Treasury.

Copies of all financial and programmatic supporting documentation must be maintained by the agency for a period of five (5) years following the closeout of the grant award.

## **Review of Applications**

A grant review committee may assist the KGGP in determining grant awards. All applicants should be aware that the final grant award amount is not valid until the applicant receives written notification from the KGGP. Please do not contact the KGGP regarding the status of an application.

Each grant application will be evaluated using the following criteria:

- Demonstration of clear and appropriate purchases consistent with the purpose outlined in the LSSE grant solicitation;
- Relevant budget information;
- Submission of all required documents and a complete application; and
- Applicant agency’s ability to fulfill all the requirements of the LSSE grant program.

**Each applicant will be notified in writing of the grant award decision.**

## **What an Application Must Include**

Please read the LSSE solicitation instructions and requirements before completing the grant application. Submit the application documents in 12 pt. Times New Roman and number the pages. Do not submit any section of the application in landscape format. Do not submit any items not specified in the instructions.

The application must include the following items:

- \_\_\_\_\_ General Information (complete attached form)
- \_\_\_\_\_ Project Narrative (separate document; not to exceed five (5) pages)
- \_\_\_\_\_ Grant Project Budget (complete attached form)
- \_\_\_\_\_ Grant Management Capacity (separate document; not to exceed two (2) pages)

### **General Information (attached form)**

Applicants must complete the General Information Form attached to this solicitation. Please note that the language provided in the “Brief Description of Proposed Grant Project” field may be utilized on public websites and documents to describe the purpose of the project and accomplishments of the grant award.

### **Project Narrative (separate document not to exceed five (5) pages)**

The following items must be included in the Project Narrative and shall not exceed five pages.

#### **Justification of Need for Grant Funds**

Applicants must explain how LSSE grant funds will be used. Based on the applicant’s request, explain the justification for:

- Enhancing interoperability to increase efficiency of communications, leading to increased efficiency of service delivery;
- Increasing officer and citizen safety through enhanced communication systems;
- Ensuring adherence to federal communication encryption standards;
- Decreasing the risk of equipment failure through modernization efforts; and/or
- Replacing equipment or fire apparatus destroyed or damaged by wildfires.

Describe how the request for a LSSE grant to fund the requested expenses is not supplanting other funds, per the definition in Supplanting section of application. If the expenses are existing agency costs, the non-supplanting explanation must include a description of how they were previously supported and why that support cannot continue to be utilized. The applicant must ensure any request for funds outlined in the Project Narrative corresponds to the grant project budget submitted.

#### **Grant Project Staff**

Provide a list by name and title of each staff member who will be responsible for monitoring and reporting on the LSSE grant project.

#### **Civil Rights Contact Information**

Applicants must include the name, address, and telephone number of the civil rights contact person who is responsible for ensuring all applicable civil rights requirements are met and who will act as liaison in civil rights matters.

### **System for Award Management (SAM) Registration and Unique Entity Identifier**

Applicants must establish and maintain an active registration status in the [SAM](#). The applicant must provide 1) the agency's 12-character unique entity identifier provided in the agency's SAM registration profile, and 2) the current SAM expiration date.

### **Current Audit Report**

For agencies expending \$750,000 or more in federal funds during its fiscal year, a Single Audit is required as stipulated in the [Federal OMB Uniform Guidance, 2 C.F.R. Part 200, Subpart F](#).

### **Grant Project Budget (attached form)**

The applicant must submit a reasonable and cost-effective grant project budget on the attached Budget Summary Form. The budget must adhere to allowable purchases as outlined in the LSSE solicitation. In addition, a brief narrative explanation with a detailed calculation must be provided. Calculations shall clearly demonstrate how the requested amounts were derived.

### **Grant Management Capacity (separate document not to exceed two (2) pages)**

The KGGP must assess the applicant's ability and capacity to implement the proposed LSSE grant project in full compliance with the terms and conditions of a subgrant award. Applicants must submit a separate document responding to the following questions:

- Will a LSSE grant award be maintained in a manner that accounts for the funds separately and distinctly from other sources of revenue/funding?
- Does the applicant have written accounting policies and procedures? How often are they updated, and when did the most recent update occur?
- What accounting system does the applicant utilize and when was the current system implemented? Briefly describe its level of automation, the type(s) of technology utilized, and any manual accounting processes used to complement the system.
- Does the accounting system track expenditures at a line item level and allow the applicant to monitor the approved grant project budget against actual expenditures?
- Does the applicant have effective internal controls for ensuring grant project expenditures are solely for allowable and approved purposes? Briefly describe the internal controls in place that will provide reasonable assurance a LSSE grant award will be managed properly.
- Does the applicant have the fiscal capacity to manage a LSSE grant award on a reimbursement basis?
- Does the individual(s) responsible for fiscal oversight have the knowledge, qualifications, experience, and training to assure grant compliance?